



County of Fairfax, Virginia

ADDENDUM

DATE: March 30, 2016

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000001830
FOR: Partners in Prevention Fund (PIPF)
DUE DATE/TIME: April 12, 2016 @ 2:00 p.m.

The referenced Request for Proposal (RFP) is amended as follows:

1. The last day to submit questions is April 5, 2016 by 4:00 P.M.
2. The following is added to Form 4, We Can! Energize Our Families: Parent Program:

"Some, but not, all program materials are available in Spanish."
3. The following is added to Form 4, Strengthening Families Program: For Parents and Youth Ages 10- 14:

"Familias Fuertas, a Spanish version of the program, is available."
4. The link provided in "Additional Information" for the Families Reunite: Immigrant Family Reunification in Form 4, is corrected to: <http://www.fcps.edu/is/fam/reunification.shtml>
5. Form 2, Technical Proposal and Form 4, Cost Proposal are available in Word format on the solicitation webpage at: <http://www.fairfaxcounty.gov/solicitation> under electronic documents.
6. See Attachment 1 for the answers to questions received prior to, during and after the pre-proposal conference held on March 8, 2016.

All other terms and conditions remain the same.

Derek D. Solomon
Contract Specialist

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DUE DATE/TIME.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Attachment 1

- Q1. How many awards will be made? One for each program? Multiple awards for each program?
A1. There are no pre-determined limits or minimums on the number of awards.
- Q2. Is there a floor and/or ceiling for award dollars allocated? What is the overall budget?
A2. No, the budget has not been determined for next year.
- Q3. Would the county be mandating that the contractor implement additional programs due to additional needs? Is this negotiable? If the organization says no, will contract be terminated? (Refer Section 1.2., Scope)
A3. No. Implementations requested by the County will be conducted based on mutual agreement of the County and the contractor. If the Contractor replies no to implementing County requested additional programs the contract will not be terminated.
- Q4. Will the contractor be required to provide services outside their normal service area? (Refer Section 4.6)
A4. No.
- Q5. CATCH Kids Club does not include incentives in the budget, but all others do. Is that an oversight?
A5. No. Incentives should not be proposed for CATCH Kids Club, because it is intended to be a component of an existing program.
- Q6. Is there a minimum number of participants per session or for the entire program sessions (i.e. 10 at each of 12 sessions or 10 over 12 sessions) Are participants expected to attend each session? For example, the We Can! (p48) says four 90-minute sessions should be offered at least weekly with a minimum of eight families. Is that the same eight families attending four 90-minute sessions or a different set of families at each of the four sessions?
A6. A minimum number of participants is necessary both to ensure the program is cost-efficient, but also to ensure it is effective. Participants should be recruited to participate in the entire program, and should be expected to attend each session. For example, a minimum of 10 participants is cited for Media-Smart Youth. The same 10 (or more) youth are expected to attend each of the ten program sessions. Contractors are strongly encouraged to recruit and sign up more participants than the minimum, as attrition is common.
- Q7. Could we offer one of these programs to our school community and/or advertise it and open it to the Springfield Community?
A7. Yes. Contractors may offer programs to a pre-defined set of participants (e.g., an after-school program or a church congregation) or to the community at large.
- Q8. What would be the process to apply for these funds? Where do I get an application?
A8. The Partners in Prevention Fund Request for Proposals (RFP) includes all the information necessary to apply. The RFP can be found online at <http://www.fairfaxcounty.gov/solicitation/>.
- Q9. Are there intended grant recipients of this grant? Are they nonprofit organizations that would offer the prevention programs directly to the families and children they serve or are the intended recipients organizations that would create a packaged program that they would offer to area nonprofit organizations throughout Fairfax County to impact the greatest number of families?
A9. There is no ideal or intended recipient. Any organization that wished to develop its capacity to implement prevention programs to children, youth, and families is encouraged to apply. Our current contractors include large and small non-profit organizations, houses of worship, and housing development corporations. Some recipients have existing programs in which the PIPF will serve as a complement and for other recipients it is their first foray into providing such programs.

- Q10. Is this RFP offering funds to join pre-existing programs?
A10. Yes the funds can also be used to start new programs or used as a complement to existing programs.
- Q11. Do you have an estimate as to the amount of training time the facilitator is required to attend for each program?
A11. No. At this point, the amount of time required for trainings has not been determined.
- Q12. For existing programs, how much does it typically cost to run each of the programs?
A12. These are the ranges for each program in our current contracts.

<u>Program</u>	<u>Previous Cost Range</u>
CATCH Kids Club	\$3800 - \$4080
Media Smart Youth	\$4150 - \$4250
Energize Our Families	\$1200 - \$1275
Safe Dates	\$2129 - \$3837
Lifelines	\$1300 - \$1435
Youth ACT (SOS Signs of Suicide)	\$1000 - \$1060
Strengthening Families	\$3200 - \$8930

- Q13. The handout with prices spent for classes in the past listed 7 programs; the RFP has 10. Does this mean that the other 3 programs have not been contracted in the past?
A13. Yes. Life Skills Training, Families Reunite and EatPlayGrow programs have not previously been a part of the PIPF.
- Q14. Should the prices in the Cost Proposal reflect per child or per program implementation rate? Does this price stay the same regardless the number of Children or implementations?
A14. Proposed pricing should be based per program implementation. Yes, the prices will be a constant amount, regardless of the number of participants.
- Q15. Should the number of times we plan to implement a program be factored into the budget?
A15. No, Cost proposals should reflect the costs for one implementation of a program.
- Q16. What details will we be trained on? How do we estimate how much the reporting will cost if we don't know what we are reporting on? 7.1 plus pre and post-test evaluations.
A16. Contractors will be required to complete an annual report, with the information listed in 7.1. Most of the data requested is very simple to collect and report on (e.g., the number of participants served). Outcome data will be collected via participant surveys during the course of the program; the County will be responsible for analyzing that data and providing the analysis to contractors for inclusion in the annual reports. A separate line item for evaluation is not necessary.
- Q17. How will price increases for subsequent years be handled? Is it either the CPI or what we can justify in subsequent years?
A17. Refer to Section 10, PRICING, of the RFP.
- Q18. Can we subcontract the services or partner with other organizations?
A18. Yes, the focus of this program is to improve the capacity of organizations to implement prevention programs. If you have a program or site that would benefit from the services provided through PIPF, but you are not interested in delivering those services, you can partner with another organization who will serve as the offeror and contractor.
- Q19. Can applicants apply to implement programs other than those listed in the RFP?
A19. No. Only the programs listed in the RFP may be implemented under the Partners in Prevention Fund.

- Q20. At what point will the PO be issued after the contract is awarded? How long does the PO/payment process take?
- A20. Each time a Contractor requests to implement a program they must submit a request form three-weeks prior to the program start date and the process of issuing the purchase order begins. Once the Contractor receives the PO they may begin work and upon completion of the work the Contractor submits an invoice. The timeframe for this process varies. Once a properly submitted invoice is submitted payment is rendered within 30 days.
- Q21. Does the County technical assistance include space? Should an offeror budget for this?
- A21. The County will provide technical assistance to organizations looking to find space to implement programs, but will not provide space directly. It is anticipated that contractors will be able to provide space in-kind; if that is not possible, funding for space should be included in the cost proposal.
- Q22. Lifeline has three components. Is the County only interested in the one?
- A22. Yes, only Lifelines: A Suicide Prevention Program is included in the PIPF.
- Q23. Will technical assistance be someone who is onsite or a point of contact in our office?
- A23. Technical assistance will be provided by County staff who, as a point of contact, can be available at the contractor's site or from county offices. County staff can observe program implementations. However, they will not be assisting contractors in the implementation of programs on-site.
- Q24. Are there specific eligibility requirements for offerors? Can organizations over \$100K participate?
- A24. There are no eligibility requirements regarding the size or type of organization. Yes organizations over \$100K may participate.
- Q25. Who has to fill out Form 3, Certification of Financial Solvency for Non-Profits on page 44?
- A25. Offerors who are designated as Non-Profit by the United States Internal Revenue Service should complete this form.
- Q26. Can you run the program multiple times with the same group of people?
- A26. Participants should complete a program only once. Contractors are expected to recruit first-time participants each time they implement a program. (Participants may, though, participate in multiple programs. For example, an individual should not take Safe Dates more than once, but could participate in Safe Dates and Lifelines.)
- One exception is CATCH Kids Club. Because that program is designed to be incorporated into existing after-school and other programs, it is acceptable for children to participate in multiple implementations.
- Q27. Will a list of the curriculum you have in other languages be provided?
- A27. Most of the programs included in PIPF are offered only in English. Please refer to #2 and #3 of this addendum. A table listing other language availability for each program is below.

Program	Language Capacity
CATCH Kids Club	None
EatPlayGrow	None
Media Smart Youth	None
We Can! Energize Our Families	Some, but not all, program materials are available in Spanish.
Life Skills Training	None
Lifelines	None
Youth ACT (SOS Signs of Suicide)	None
Families Reunite	Program is only available in Spanish.
Safe Dates	None
Strengthening Families: For Parents and Youth Ages 10-14	Familias Fuertas, a Spanish version of the program, is available.

Q28. Are you providing translation assistance for the materials?

A28. No.

Q29. Are there any language restrictions on any of the programs?

A29. Yes, Families Reunite is only in Spanish.

Q30. Are any of the programs provided in Arabic?

A30. No.

Q31. Can translation services of these programs be proposed?

A31. No.

Q32. How many facilitators does it take to implement each program? Are there any special skills to implement each facilitator should have?

A32. Programs can generally be implemented with one facilitator. The one exception is Strengthening Families, which requires three facilitators (two to work with parents, and one to work with kids). There are no special skills facilitators need, other than a desire to work with children, youth, and families, and an ability to manage groups. Facilitators of Families Reunite must be fluent in Spanish.

Q33. Should the materials that do not come with curriculum be included in the budget? There are certain resources that need to be purchased to implement this session.

A33. Yes, please indicate any materials needed to conduct the program that do not come with the curriculum on the Cost Proposal under other costs.

Q34. Are there any restrictions on the amount or type of incentives?

A34. Yes. Incentives should not be too expensive. Typical incentives include small gift cards, t-shirts, and water bottles. Refer to A5 of this Addendum.

Q35. Youth ACT or (SOS) includes a depression screening for participants. Will support be provided for implementing the screening? What if it's done at a school with hundreds of participants?

A35. The County will provide technical support to contractors implementing Youth ACT and Lifelines to ensure that screenings are done appropriately and that youth who screen positive are effectively referred to care. If these programs are implemented in a school or other setting with large numbers, the County will support the implementation with adequate resources.

Q36. We have a part-time pastor who is a full-time county worker and would be involved. Is that a problem?

A36. As stated in the County Personnel Regulations, Chapter 16, employees are prohibited from having an interest in a county contract. Who to include in their proposal is a business decision of an offeror.

Q37. The cost proposal includes planning – what is the reasonable expectation for planning?

A37. A general rule of thumb is that, for every hour of programming, an hour should be spent on planning.

Q38. Should the proposal include adaptations we want to make to programs? Do we include in the proposal if the school wants to add something to strengthening families?

A38. No. Programs are intended to be implemented with fidelity, as they were developed. Any adaptations must be approved in advance, in writing, by the County. Proposed adaptations should not be included in your proposal, but can be discussed with the County after contracts are awarded.

Q39. Are the actual details of the programs provided in the links listed in the RFP?

A39. A description of the programs are included in Form 4 of the RFP with additional information provided in the hyperlinks on each page.

Q40. Will the forms required to be included in the proposal be made available in Microsoft Word, fillable PDF, or other format that is easily completed?

A40. See #5 of this addendum.

Q41. Can the County provide any support or guidance on how to be a successful offeror?

A41. Potential offerors should read the entire RFP, and respond to the solicitation requirements. Questions regarding this RFP should be submitted by the date provided in #1 of this addendum.

Q42. If I am applying for the grant, do I have to be an independent, or can I join with a partnership program and provide the service through the organization that I am providing the service and I pay an administrative cost to them and the funding is designated for me. Example, most agencies if I am providing the service through a community center. Do I have to use them as the conduit or can I do it myself. Can I be a subcontractor? Because I don't have the credentials to provide the service on my own. But the money has to be restricted to the program I am providing.

A42. Refer to A18 of this Addendum.

Q43. Can this program be used as a match to a government grant, or to otherwise support a grant?

A43. The PIPF should not be used to supplant existing funding, whether from a grant or any other source. It is, however, appropriate (and encouraged, but not required) to use the PIPF to complement existing programs and services that you may provide. Please check with your granting agency regarding any other requirements that they may have in place.

Q44. CATCH Kids program – when do we implement?

A44. After contract award, contractors are to identify the times, locations, and participants for each program implementation.

Q45. What are the age ranges for the Media Smart program?

A45. Please see Form 4 of the RFP, which includes the participant age ranges for all PIPF programs.

Q46. Is the proposal cumulative dollars?

A46. No. Cost proposals should be per implementation.

Q47. Are all nonprofits eligible, what about religious organizations?

A47. Yes.

Q48. Are upfront payments allowed?

A48. No.

Q49. Do all six copies of submission have to be in binders?

A49. No.

Q50. Can Life Skills Training be implemented by folks with youth in a non-school setting? The description provided in the RFP says "school-based program" though the publisher description is not so specific- http://lifeskillstraining.com/lst_middle.php. Also the Core program is now 15 sessions, with 10- and 5- session Boosters in follow up years. Assume one would clarify that they are proposing and budgeting for the 15 sessions as a fixed cost?

A50. While Life Skills Training was initially developed for classroom use, it is able to be implemented in a community-based setting. For the purposes of PIPF, we are interested in it being implemented with youth in a non-school, community-based setting. (That could include after-school programs.) We are not expecting contractors to provide the booster sessions. Proposals should only be for the 15 core sessions.

Q51. As a religious institution do I have to be registered with the State of Virginia and/or Fairfax County to bid on this RFP?

A51. No.

Q52. Do I need denominational backing to bid on the award?

A52. No.

Q53. May I partner with another organization to bid on the RFP?

A53. Refer to A18 of this Addendum.

Q54. We are interested in the Immigrant Family Reunification Program, but the link in the RFP is not working. What is the correct link?

A54. The link has been corrected. Refer to #4 of this addendum.

Q55. Is the Immigrant Family Reunification Program for guardians as well as parents? That is, would uncles, cousins, or older siblings reunifying with minors be appropriate participants?

A55. Yes. All sponsors are included in the class.

Q56. Does the county establish the amount paid for each of the different programs or does the county pay based on a reasonable cost proposal from the grantee?

A56. The amount paid for each of the different programs will be determined through competitive negotiation with the successful offeror(s).